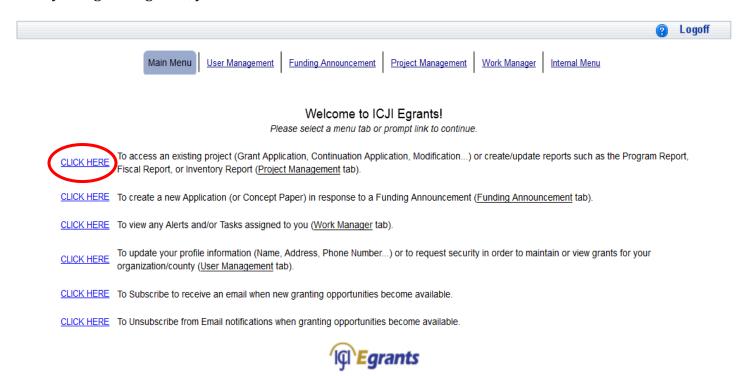
How to Complete a Project Modification Request

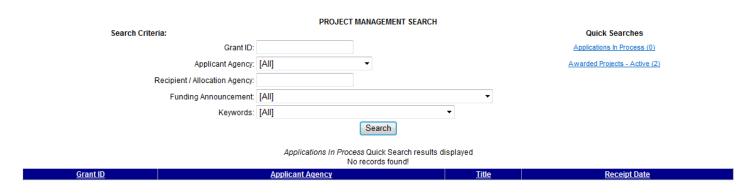
This document will walk you through how to complete a Project Modification Request - PMR (formerly Grant Amendment Request) within the Egrant System.

After you log into Egrants, you will come to this screen:



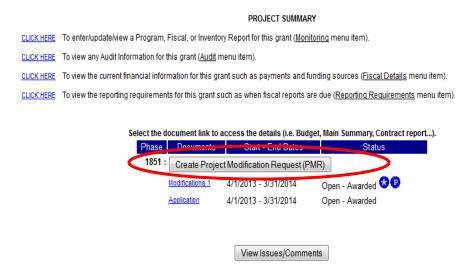
Click the top "Click Here".

From the **Project Management Search** screen, enter the "Grant ID" number for the application you are trying to access and click "Search".



If you do not know the "Grant ID", enter "%" into the Grant ID box and click Search. This will generate a list of all applications for your agency. You can refine the search by selecting from the specific criteria such as "Funding Announcement", "Applicant Agency", and "Keywords" dropdown list.

Once you are on the **Project Summary** screen, click the "Create Project Modification Request (PMR)" button.



You will next see the "Create Project Modification Request (PMR) Confirmation" screen. If you want to continue with the creation of the PMR, click "Continue". If you do not want to continue, click on the "Cancel" button

Create Project Modification Request (PMR) Confirmation

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI?s consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to complete. Once all section statuses are marked complete, click the Submit Modification button to transmit your project modification request to ICJI for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and, if necessary, your signed modification request is received by IC.JI. Additionally, modification requests must be submitted through Egrants and received by IC.JI at least 30 days prior to the end of the project. Your Program Manager will contact you with additional information and next steps regarding your modification request.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press Continue to create the PMR

Press Cancel to Abort



Project Modification Request

MODIFICATION SUMMARY

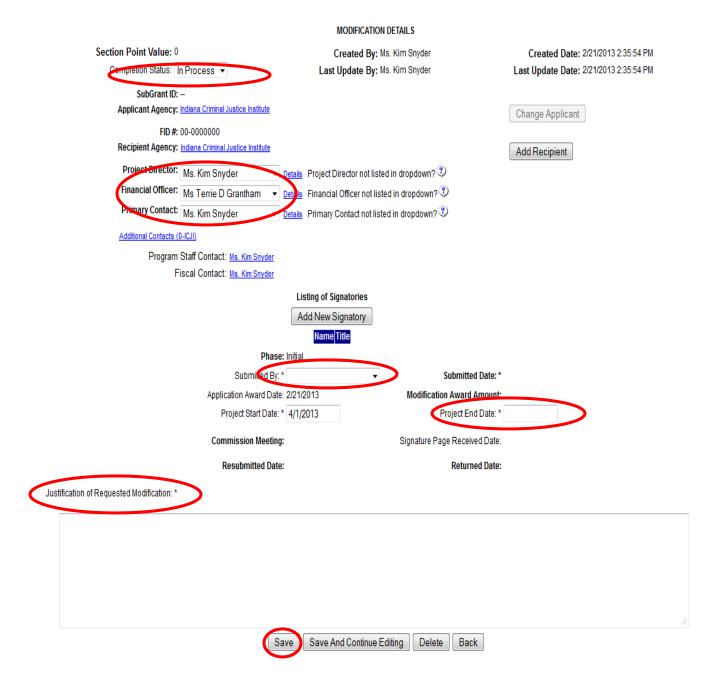
Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/21/2013 2:35:54 PM
Main Summary Information	In Process	0	2/21/2013 2:35:54 PM
Performance Indicators	In Process	0	2/21/2013 2:35:54 PM
	View Application Submit Modificati	ion Withdraw Modification	View Issues/Comments Back

The sections listed above are those that can be modified.

Each section's status must be changed to Complete before the PMR can be submitted.

How to Complete the Main Summary Information Section



In the Main Summary Section the following changes can be made.

- Project and Financial Contact Information
- Project End Date

In the "Submitted By" drop down menu select the person who is submitting the PMR.

Each time a PMR is submitted the subgrantee must include the End Date whether it has been changed or not.

A justification for any requested change must be included in the Main Summary section in the Justification for Requested Modification text box.

When finished with the section change the Completion Status to Complete and Save.

How to Complete the Budget Detail Section

		Created By: M: Last Update By: M:			4/19/2013 10:41:40 AM 4/19/2013 10:41:40 AM	
		Last opauto by		or opauto buto.		
Budget Category	Current Subgrant Budget	Current Match	Requested Subgrant Budget	New Match	Net Change Dollar Amount	
Personnel	3,000.00	3,000.00	3,000.00	3,000.00	0.	
Confidential	0.00	0.00	0.00	0.00	0.	
Employee Benefits	600.00	0.00	600.00	0.00	0.	
Travel (Including Training)	2,000.00	0.00	2,000.00	0.00	0.	
<u>Equipment</u>	0.00	4,000.00	0.00	4,000.00	0.	
Supplies & Operating Expenses	200.00	300.00	200.00	300.00	0.	
<u>Consultants</u>	5,000.00	1,000.00	5,000.00	1,000.00	0.	
Construction	0.00	0.00	0.00	0.00	0.	
Other	0.00	0.00	0.00	0.00	0.	
Total: Σ	10,800.00	8,300.00	10,800.00	8,300.00	0.	
		Total Approved Budge	et by Fund Source			
S	ource		Current Budget		New Budget	
<u>Federal</u>			1	0,800.00	10,800	
State				0.00	0.	
Project Income				0.00	0.	
Interest			0.00		0.0	
State Match			0.00		0.0	
Cash Match (New Approp.)				8,300.00	8,300	
In-Kind Match				0.00	0.	
Project Income Match				0.00	0	
		Total: Σ	1	9,100.00	19,100	

The Budget Detail section allows you to make any necessary changes to your budget.

- ➤ In this section you can make the following changes:
 - ✓ Request additional funds
 - ✓ Request to move funds between line items in the same budget category
 - ✓ Request to add a new line item to a budget category
 - ✓ Request funds to be moved between budget categories
- > To make a change to a Budget, click the blue link for Budget Category you want to change.

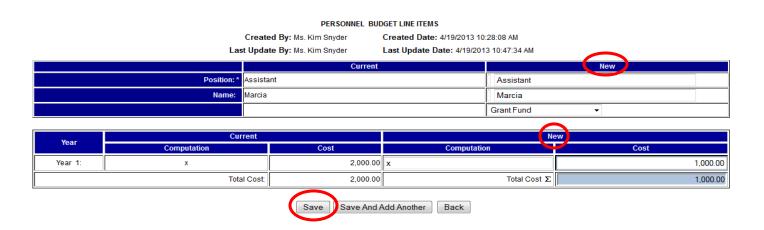
To make changes to an existing line item, click the link to open Budget Category and then click the link to open the line item.

PERSONNEL

Add New Line

	Position		Name	Fund Type	Year 1 Cost		Total
			Name	ruliu type	Current	New	Iotai
	Assistant		Marcia	Grant Fund	2,000.00	2,000.00	2,000.00
	Coordinator		Jan	Grant Fund	1,000.00	1,000.00	1,000.00
	Executive		Cindy	Cash Match (New Approp.)	3,000.00	3,000.00	3,000.00
				Total:	6,000.00	6,000.00	6,000.00

Back



- Make the necessary changes in the column labeled "New".
- ➤ Edit the "Computation" and the "Cost" for any line item that will have funds added or subtracted.
- Once the changes have been made, click "Save".

To **add** a new line item to an existing Budget Category, click into the Budget Category you want to have funds added into and click the "Add New Line" button and then enter your line item information.

PERSONNEL Add New Line							
Position	Name	Fund Type	Year 1 Cost		Total		
Position	Name	ruliu type	Current	New	Iotal		
Assistant	Marcia	Grant Fund	2,000.00	1,000.00	1,000.00		
Coordinator	Jan	Grant Fund	1,000.00	1,000.00	1,000.00		
Executive	Cindy	Cash Match (New Approp.)	3,000.00	3,000.00	3,000.00		
		Total:	6,000.00	5,000.00	5,000.00		
	Back						

You will do this same step when requesting funds to be added into a Budget Category if it currently does not have funds budgeted into the category.

After you have entered the information for the new line item, you will need to click "Save". If you need to add multiple lines to a Budget Category, you can click "Save and Add Another" to add additional line items.

Save And Add Another

Note: If you need to remove a line item from a Budget Category, click the line item to be removed. Then remove the information from the Computation and Cost boxes. This will "zero" out the line items.

If additional funds are being requested, or you are requesting funds be subtracted, from the budget, those funds must be included in the **Source** section of the Budget Detail.

Select the Source by clicking the appropriate blue link.



Section Point Value: 5 Created By: Ms. Kim Snyder Created Date: 4/19/2013 10:41:40 AM
Completion Status: In Process
Last Update By: Ms. Kim Snyder Last Update Date: 4/19/2013 10:47:34 AM

Budget Category	Current Subgrant Budget	Current Match	Requested Subgrant Budget	New Match	Net Change Dollar Amount
Personnel	3,000.00	3,000.00	2,000.00	3,000.00	(1,000.00)
Confidential	0.00	0.00	0.00	0.00	0.00
Employee Benefits	600.00	0.00	600.00	0.00	0.00
Travel (Including Training)	2,000.00	0.00	2,000.00	0.00	0.00
Equipment	0.00	4,000.00	0.00	4,000.00	0.00
Supplies & Operating Expenses	200.00	300.00	200.00	300.00	0.00
Consultants	5,000.00	1,000.00	5,000.00	1,000.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total: Σ	10,800.00	8,300.00	9,800.00	8,300.00	(1,000.00)

Total Approved Budget by Fund Source					
	Source	Current Budget	New Budget		
Federal		10,800.00	10,800.00		
State		0.00	0.00		
Project Income		0.00	0.00		
Interest		0.00	0.00		
State Match		0.00	0.00		
Cash Match (New Approp.)		8,300.00	8,300.00		
In-Kind Match		0.00	0.00		
Project Income Match		0.00	0.00		
	Total: Σ	19,100.00	19,100.00		
	Budget Setup Save	Save And Continue Editing Back			

BUDGET FUNDING SOURCE DETAILS

Total Approved Budget by Fund Source				
Source	Year 1 Cost			
Source	Current	New		
Federal	10,800.00	9,800.00		
State	0.00	0.00		
Project Income	0.00	0.00		
Interest	0.00	0.00		
State Match	0.00	0.00		
Cash Match (New Approp.)	8,300.00	8,300.00		
In-Kind Match	0.00	0.00		
Project Income Match	0.00	0.00		
Total: Σ	19,100.00	18,100.00		



Make the necessary changes in the column labeled **New**. Once the changes have been made, click **Save**.

When all of the appropriate changes have been made, change the Completion Status to Complete and click Save.

BUDGET DETAILS



Created By: Ms. Kim Snyder Last Update By: Ms. Kim Snyder Created Date: 4/19/2013 10:41:40 AM Last Update Date: 4/19/2013 10:47:34 AM

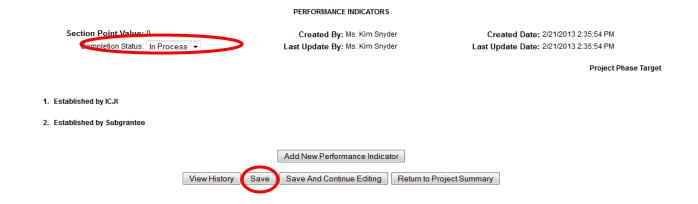
Budget Category	Current Subgrant Budget	Current Match	Requested Subgrant Budget	New Match	Net Change Dollar Amount
Personnel	3,000.00	3,000.00	2,000.00	3,000.00	(1,000.00)
Confidential	0.00	0.00	0.00	0.00	0.00
Employee Benefits	600.00	0.00	600.00	0.00	0.00
Travel (Including Training)	2,000.00	0.00	2,000.00	0.00	0.00
Equipment	0.00	4,000.00	0.00	4,000.00	0.00
Supplies & Operating Expenses	200.00	300.00	200.00	300.00	0.00
Consultants	5,000.00	1,000.00	5,000.00	1,000.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total: Σ	10,800.00	8,300.00	9,800.00	8,300.00	(1,000.00)

Total Approved Budget by Fund Source				
Source	Current Budget	New Budget		
<u>Federal</u>	10,800.00	9,800.00		
State	0.00	0.00		
Project Income	0.00	0.00		
Interest	0.00	0.00		
State Match	0.00	0.00		
Cash Match (New Approp.)	8,300.00	8,300.00		
In-Kind Match	0.00	0.00		
Project Income Match	0.00	0.00		
Total: Σ	19,100.00	18,100.00		



How to Complete the Performance Indicators Section

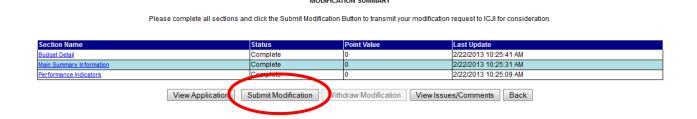
After you click "Performance Indicators from the Modification Summary Screen, you will see this:



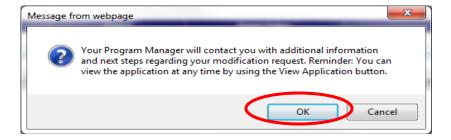
All you need to do to complete this section is change the Completion Status to Complete and click Save.

How to Submit a Completed Project Modification Request

When all of the Statuses are set to Complete on the Modification Summary screen, click Submit Modification.



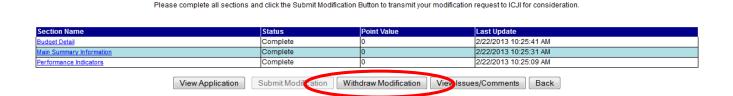
After you click Submit Modification, this message will appear:



Click OK to proceed.

A signature is NOT required for Project Modification Requests. You do NOT need to print the signature page of the PMR for signatures.

If a PMR was submitted in error it can be withdrawn by clicking the Withdraw Modification button from the Modification Summary screen.



MODIFICATION SUMMARY

WITHDRAW MODIFICATION CONFIRMATION

You are about to request that your Modification for funding be withdrawn from consideration by ICJI. Are you sure you want to withdraw your Modification?



If you click Withdraw Modification, the above message will appear.

Click Back if you do NOT want to withdraw your PMR.

Click Yes, Request my Modification be Withdrawn, if you want to continue with the Modification Withdrawal.